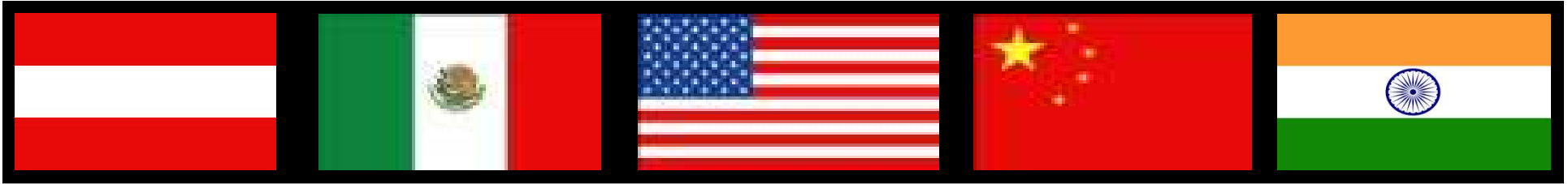


The 9 Steps Defined

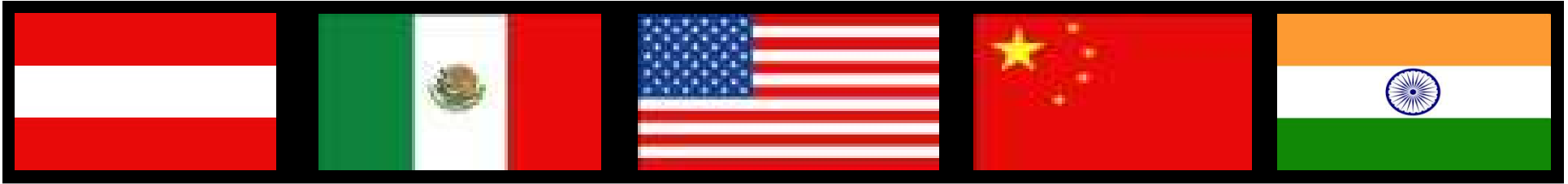




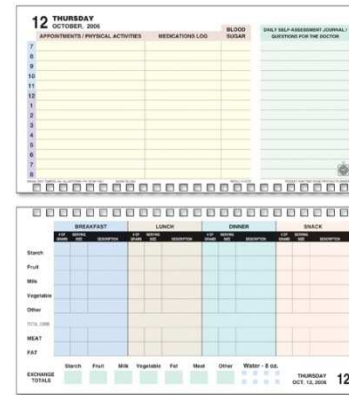
Step 1: Pre-Contact Preparation

- Every contact is an opportunity
 - Prioritize Contacts
 - Calendar/Notetaking Tools
- Wear correct attire

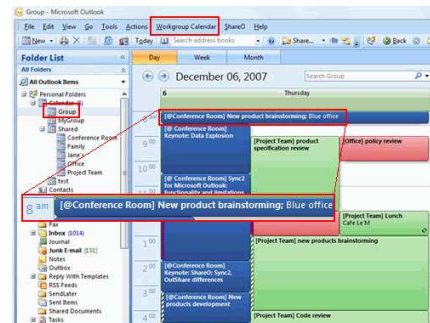


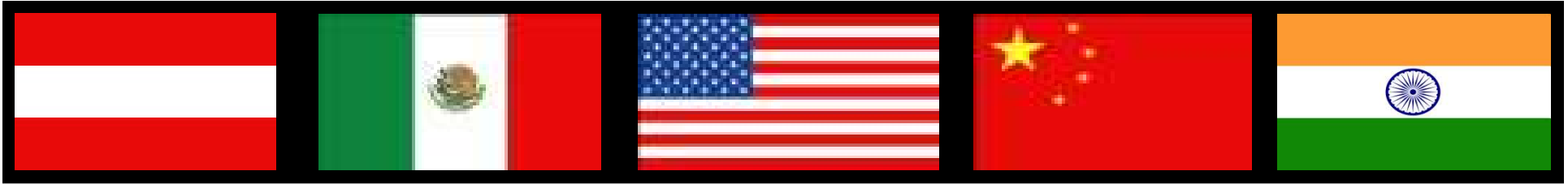


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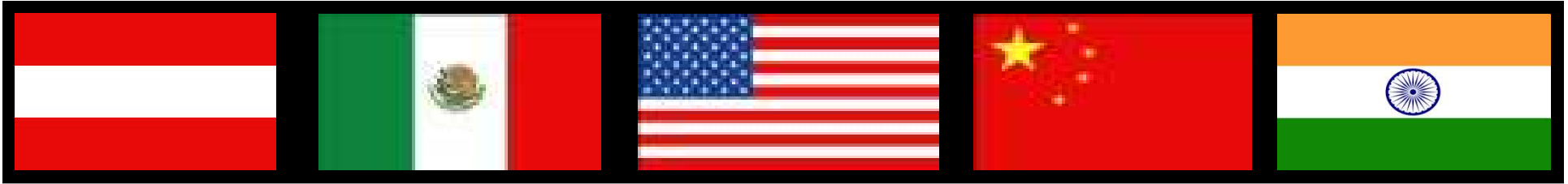




Step 2: The Greeting

- Appropriate cultural greeting
- Effective ways to give business cards



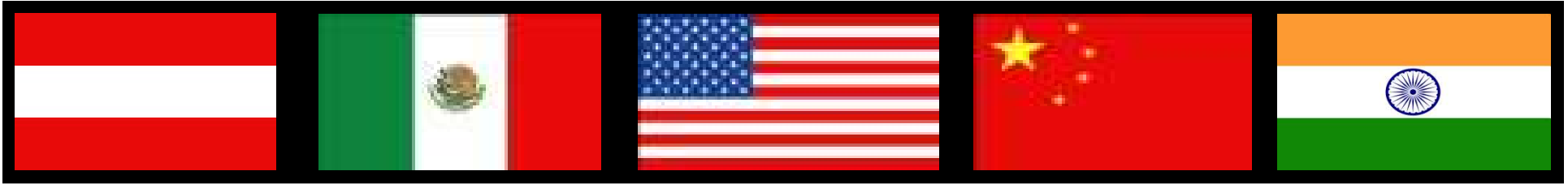


Step 3: Focus on the Individual Contact



- Establish commonalities
 - What are the hot buttons?
- Always be there with the person 100%

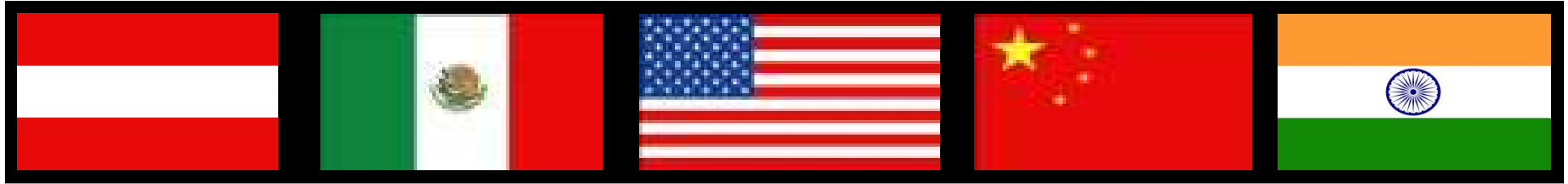




Step 4: Focus on Communication with the Individual

- Mine for information
 - Take good notes
 - Active listening
- Compliment person sincerely
 - Be careful with jokes

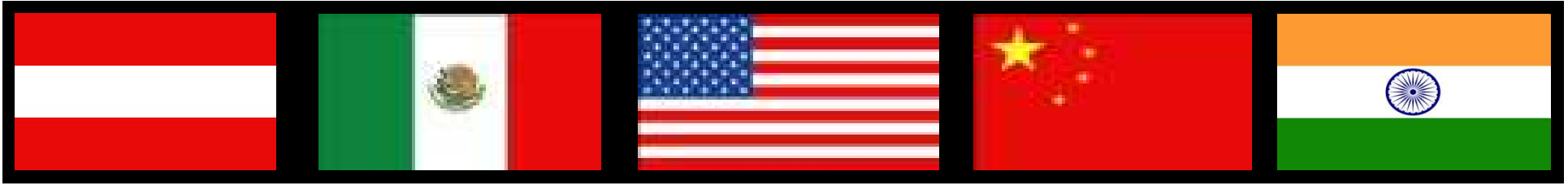




Step 5: Search for Added Value

- Introduction to partners. Be a facilitator

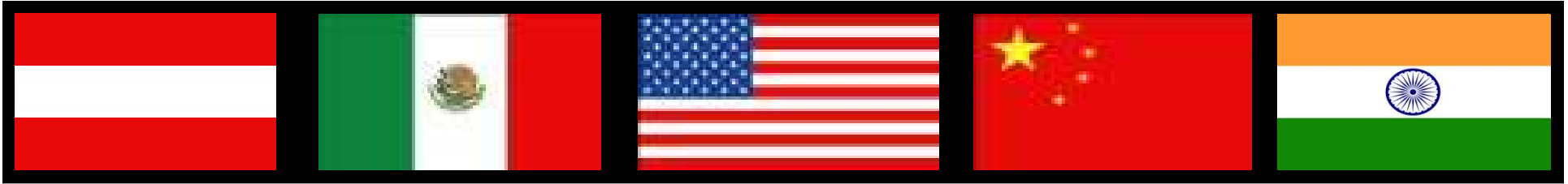




Step 6: Be Courteous

- Be cognizant of others' time
- Read between the lines for meaning
- Gracious way to move on

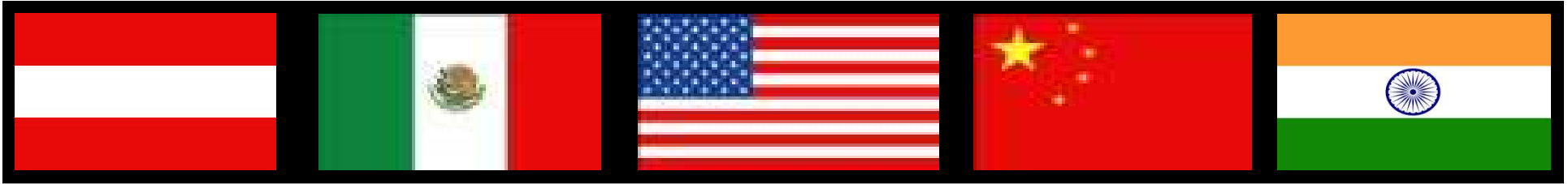




Step 7: Leave a Token of Appreciation

- Gifts. What is appropriate and what is not.

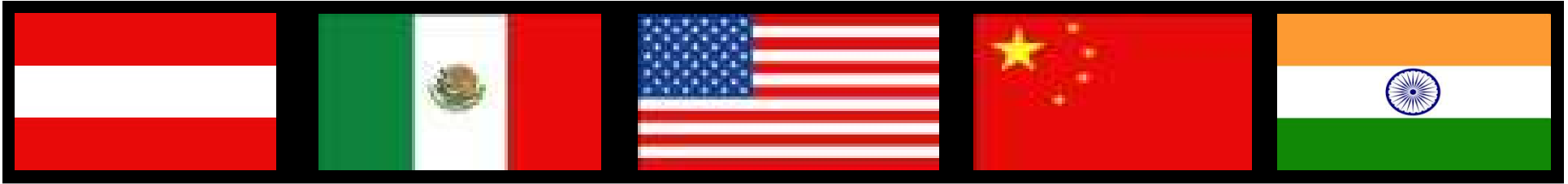




Step 8: Show gratitude

- Stay in touch with contacts





Step 9: Follow-up



- Utilize networking database
- Telephone and email in timely manner

